

CLASSIFICATION: CHIEF ELEVATOR INSPECTOR

Class Code: 1755-28

Date Established: 07-01-05

Occupational Code: 3-1-3

Date of Last Revision: 01-27-16

Exempt Status: Exempt

BASIC PURPOSE: To oversee compliance with applicable codes, laws, and regulations concerning elevator and accessibility equipment. Provide statewide supervision and coordination of inspections, tests, and safety audits, to assure continued safe operation for the general public, and works with Department of Labor Administration to develop rules and procedures in response to changes in pertinent safety codes and regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Oversees and inspects elevator and accessibility equipment compliance and maintains knowledge of the State of New Hampshire Elevator and Accessibility lift law, and ASME A17.1 and A18.1 Safety Standards. Reviews and prepares reports of inspections to approve or deny authorizing state operating certificates.
- Supervises, coordinates, and performs inspections and safety drop tests of elevators and accessibility lifts.
- Reviews and approves elevator and accessibility lift blue prints to maintain uniformity in elevator construction and compliance with applicable codes and regulations.
- Charis and administers the monthly Elevator Advisory Board meetings.
- Develops audit methods, policies, and procedures, and reviews and analyzes reports of subordinates and licensees.
- Revokes elevator/accessibility lift mechanic and/or inspector licenses after hearing determination outcome process is completed.
- Researches, develops, and composes rules and/or legislation through knowledge of past performance and trend forecasting for review by the Commissioner and with Department of labor Administration.
- Secures safe refuge in the elevator pit and rides on top of the elevator car, utilizing proper safety gear as required during elevator operation.
- Investigates elevator-related accidents, attends hearings, provides testimony concerning the assessment of civil penalties, and discusses problems with business owners, contractors, and licensees, relating to safety hazards associated with elevators.
- Utilize computers and portable tablet devices to prepare and maintain inspection reports to be uploaded into Dept. of Labors data base. Uses specialized equipment as required to complete inspections.
- Suspends elevators or accessibility lifts found unsafe, by not meeting safety code requirements or disqualified by legal requirements.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning for short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries and health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree or its equivalent from a recognized college or university with major study in engineering or trades directly involving elevators. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years' experience in performing inspections of elevators, at least two years of which shall have involved supervisory duties. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must hold a valid New Hampshire elevator inspector license or an equivalent inspection license with reciprocal privileges and possess a current valid driver's license.

SPECIAL REQUIREMENTS:

1. The Chief Elevator Inspector shall not engage in the sale of any article or device relating to elevators or their appurtenances.
2. The Chief Elevator Inspector must be able to maintain effective working relationships with Federal, State, and business officials, business owners, and the public.

RECOMMENDED WORK TRAITS: Thorough knowledge of all types of elevators and accessibility lifts. Thorough knowledge of inspection procedures as established by Safety Codes ASME A17.1 and ASME A18.1. Extensive knowledge of state statutes and rules and regulations of the NH Department of Labor regarding elevator inspections. Ability to plan, supervise, coordinate and direct the work of others. Ability to conduct inspections and investigations and to prepare and review written reports. Ability to document and maintain records and to develop and draft rules and procedures. Ability to read and understand blueprints. Ability to communicate effectively both orally and in writing. Ability to meet the public and establish rapport with owners and operators of businesses, applicants, licensees, attorneys, and others. Ability to use technology to schedule meetings and to write reports and documents. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.